



Getting the most from

Microsoft Word

Packed with practical, ready-to-use techniques and time-saving tips that will help you accomplish much more every time you use this powerful program!

Here's what you'll learn:

Work together better

Save documents to shared workspaces where other team members can get the latest version, check the documents in or out, or even save task lists, related documents, links, and member lists.

Control distribution of sensitive documents

Help protect company assets by preventing recipients from forwarding, copying, or printing documents by using information rights management (IRM) functionality.

Collaborate with confidence

Designate certain sections of your document to be modified by specific people to better protect how your document is modified and reduce the number of conflicting comments you receive.

Communicate instantly with others

No need to leave Word 2003 to find out if an instant messaging (IM) contact is online—you can access IM and even initiate IM conversations in Word 2003.

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